

CREDIT TRANSFER POLICY

1. The courses at UH involved in this programme must be validated by the Dean of Faculty/Centre of Studies at UI as equivalent to the courses in the programme currently undergone by the student. This process will be done by UI. The Dean's comment regarding this matter will be included in the Student Exchange Application Form.
2. Courses that can be credit transferred are courses at UH that have the same number of credit or more compared to the equivalent courses at the UI. If the number of credit is less, a number of courses validated by the Dean of Faculty/Centre of Studies at UI can be combined to achieve the credit requirement for the academic programme currently undertaken by the student.
3. At least, 80% of course content (syllabus) taken in UH must be equivalent to UI.
4. Total credit hours for transfer credits purpose should not exceed 30% of graduation requirements for programme enrolled at UI.
5. Throughout the courses of studies, students are only allowed to register once at any UH.
6. Students may enroll any courses of interest at UH, upon Deans of Faculty/School approval in both UH and UI.
7. Course content at UH will be assessed for transfer credits for approval by UI.
8. Credits transferred from UH to UI will be calculated to obtain student's GPA and CGPA for graduation purposes.
9. Transfer credit must be based in credit hours of fourteen (14) week-semester of studies.
10. Minimum grade that can be considered for transfer credit purposes is at least a C or 2.00/4.00 points.
11. Students with approved registration and enrolling for the courses at UH are not allowed to withdraw or drop the courses with exception it has been agreed by both UI and UH Deans of Faculty/School.
12. Students are not to complete their final semester of studies at UH.

TRANSFER CREDIT METHOD

1. Students (after referring to UI) must ensure courses enroll at UH are equivalent courses at UI. Course content (syllabus) that is used for transfer credit puposes will be assessed for consideration to transfer credit approval.
2. Approved transfer credits will be recorded in Student Information System.
3. UH needs to submit final results to UI students after it has been endorsed by Senate.
4. Transfer credits will only be awarded after students make official application to UI and at UI satisfactory. Credit transfer application can be done by filling in [Credit Transfer Form](#), and attach with final result and a copy of original transcript from UH.

